

ARCHITECTURAL SUPERVISOR

DEFINITION:

Under general direction, organizes, supervises and administers the Architectural Services Division of the Department of General Services; supervises a staff of Capital Project Coordinators in the design, and coordination of capital improvement and maintenance projects; performs a variety of the most difficult architectural and administrative tasks in the division and does other related work as required.

TYPICAL TASKS:

Acts as Supervisor of the Architectural Services Division in the Department of General Services; supervises professional and technical staff assigned; assigns projects, monitors their progress and is responsible for their timely completion including the coordination of program work schedules and the management of individual projects as the need arises; prepares or supervises the preparation of working drawings, specifications, contracts and other architectural, planning and engineering documents; reviews documents for conformance with legal requirements; prepares complex project cost estimates and assists in the development of the Divisional operating budget; trains and evaluates subordinate employees; may participate in the negotiation of contracts and change orders as necessary subject to approval; prepares Division correspondence, reports and special studies; makes presentations to the Board of Supervisors and performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of: The principles and techniques of architectural design; building materials; the Uniform and County Building Codes; drafting; construction methods and practices; project design development and coordination of the principles and practices of engineering as they relate to building construction; program development and management; administrative procedures and methods; principles and techniques of supervision and office management; contract negotiation and budget control.

Ability to: Prepare and review architectural programs, schematic designs, contract documents, specifications and consultant contracts; prepare complex cost estimates; collect, analyze and interpret data; develop, implement and administer construction and remodeling projects; supervise, train and evaluate the performance of others; negotiate and work harmoniously with County officials, architects, contractors and the general public; prepare reliable, accurate and concise reports; ability to use personal computers to create and update project status spreadsheets and reports.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college with a Bachelor of Science degree in Architecture or Engineering or a closely related field. Job-related experience may be substituted for the education requirement on a year-for-year basis.

Either A: Five years of experience in architectural design, construction management or engineering, one year of which must have been spent in the performance of supervisory responsibilities. Or B: Two years of experience performing duties equivalent to a Senior Capital Projects Coordinator.

Adopted: 12-17-80

Revised: 1-25-95

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